

Headquarters
California Army National Guard
Sacramento, CA
15 September 1997

California Army National Guard
Training Circular 20-7

Effective 1 October 1997

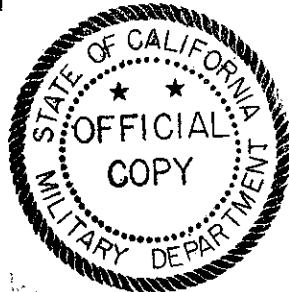
Training

Training Highlight Report

FOR THE GOVERNOR:

TANDY K. BOZEMAN
Major General
The Adjutant General

OFFICIAL:



KENNETH C. KLEINE
COL, AV, CAARNG
Director of Administration

Interim changes. Interim changes in this circular are not official unless they are authenticated by the Director of Organization and Training.

Suggested improvements. The proponent of this circular is the Directorate of Organization and Training. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General CAARNG, P.O Box 269101, Sacramento, CA 95827-9101, ATTN: CAOT.

Distribution. Distribution of this regulation is Army - A.

History. This circular supersedes CAL ARNG Training Circular 20-7 dated 15 August 1991.

Summary. This circular provides policies and procedures for the California Army National Guard Training Highlights.

Applicability. This circular applies to all elements of the California Army National Guard.

Contents (Listed by paragraph and page number)

References • 1, *page 1*
Purpose • 2, *page 1*
Scope • 3, *page 1*
Objectives • 4, *page 1*
Training Highlight Report Guidelines • 5, *page 1*
Report Distribution • 6, *page 1*
Report Format • 7, *page 2*
Report Updates • 8, *page 2*

Appendixes

A. Report Instructions, *page 3*

1. REFERENCES.

- a. Fifth US Army Regulation 350-40, Training Management and Inactive Duty Evaluations, dated 1 October 1991.
- b. FORSCOM/ARNG Regulation 350-2, Reserve Component Training, dated 15 May 1989.

2. PURPOSE.

The purpose of this circular is to provide policy and establish responsibilities and procedures for submitting accurate and timely Training Highlight Reports (THR).

3. SCOPE.

This circular is applicable to all elements of the California Army National Guard.

4. OBJECTIVES.

The Training Highlight Report provides key information relative to training activities scheduled by CAARNG units. The objectives of this report are to:

- a. Provide higher headquarters, primary staff, training sites, and each major command an overview of significant training activities scheduled for units within all commands of the CAARNG.
- b. Provides a means by which the Adjutant General's office and other primary staff may schedule visits to observe and evaluate the execution phase of specific training events.
- c. Provide a listing of units, dates, training activities and sites which could be conducive for public affairs coverage, and the promotion of CAARNG training activities.
- d. Provide an information base that can be used to de-conflict overlapping or uncoordinated activities that could compete for dedicated resources, i.e., training areas, ranges, bivouac sites, equipment, etc.

5. TRAINING HIGHLIGHT REPORT GUIDELINES.

The following information is provided as a guideline for constructing the report:

a. Initial training information is developed and submitted at the unit level. Input will identify significant training events scheduled during each IDT assembly for the next four months (120 days).

b. The next higher headquarters, normally battalion, will consolidate unit input and submit the report to higher headquarters. Once an initial report is prepared, monthly updates are required. Adding a new month will keep the report current for the next 120 days.

c. Changes will be reported as they occur, and forwarded through command channels to arrive OTAG, ATTN: CAOT-TO by the most expedient manner, i.e., e-mail, NGNET, Facsimile, US Postal Service, etc.

d. The report will include specific date(s), location(s) of training, mode of travel to and from the training site (military vehicle, commercial bus, military airlift, etc.), and if a live fire exercise is to be conducted.

e. A clear and concise description of training will be provided for each entry on the report. It should be no more than two to three lines per battalion. If each company is training separately (different dates and/or locations), a description of each training activity is required.

f. All organizations are required to have a 120-day training calendar current and on file at CAOT-TO at all times.

g. Once a report is forwarded, dates and locations will not be changed without senior command approval.

h. Each headquarters will identify units/training activities considered appropriate for general officer visitation, e.g., Fifth US Army Commanding General, The Adjutant General, etc. An asterisk (*) in the left margin next to the unit will identify such activities.

6. REPORT DISTRIBUTION.

Upon receipt of reports from each SRCOM, this office will make distribution to the following: Fifth US Army Commanding General, TAG, AAG, DAG-A, Deputy STARC Commander, Chief of Staff, each OTAG directorate, Training Sites, Senior Army Advisor, and each senior command headquarters.

7. REPORT FORMAT.

The report will be constructed in the format enclosed (see Appendix A). Deviations are not authorized.

8. REPORT UPDATES.

Subsequent Reports (monthly updates) will be forwarded through command channels to arrive OTAG, ATTN: CAOT-TO no later than the 25th day of each month.

Appendix A

TRAINING HIGHLIGHT REPORT INSTRUCTIONS

The Training Highlight Report can be done on Microsoft Word in the format that we require, but a few modifications need to be done in order to ensure that the report prints properly. Below are the modifications that need to be made, along with instructions on how to make them.

Font

Make sure that your fonts are set to Courier and 10 pitch. To do this, click on the box with the font style and arrow down until you hit Courier-then click or press return. Next, click on the box with the pitch number and arrow up or down until you hit 10 then click or press return. It makes things a lot easier if these are set as the default font and pitch while you are doing the report, so you will not have to worry about resetting it for every line.

Page Setup

Your page setup needs to have .08 in at the top and .00 at the bottom. To do this, click on File and arrow down to Page Setup. A gray window will pop up with margins on top. Click on the down arrow next to the top margin until you reach .08. Then click on the down arrow next to the bottom margin until you reach .00. Click OK. A screen will pop up that says that the margins may be outside of printable area, none of what we are printing will be out of this area, so click on the ignore button. Now you are ready to go on with the report.

Report

Please follow the example enclosed with these instructions. Note that everything is in capital letters. Here are the line by line instructions for this report:
Line 1. Click on the center button in the upper right corner of the screen. Then click on the underline button (U). Enter month and year.

Line 3. Type "TRAINING HIGHLIGHT REPORT".

Line 6. If the center button is still pressed, click on the Align Left button next to it. On Col 37, type "ACTIVITY". On Col 60, type "LFX".

Line 7. On Col 1, type "UNIT". Col 20: "DATE/LOC". Col 35: "(*) CG VISIT". Col 58: "YES NO" (Note: there are 2 spaces between yes and no). Col 68: "MODE OF TVL". (Note: everything typed here is underlined)

Line 11. On Col 1 type "SRCOM: (your SRCOM)".

Lines 13-55. Enter data. *** Note: typing must be in all caps. Mode of tvl abbreviations are as follows: Mil Veh, Comm Bus, N/A, or Comm Air. Locations must be written out - NOT abbreviated (Home Station is now Armory).

Line 56. Type "(*) Units/Training Activities reported separately to 5th Army IAW 5th Army Reg 350-40 as training opportunities adequate for 5th Army CG visit." Note: This is not in caps.

Line 60. Please use the following page numbers according to your SRCOM.

1-3	40th Infantry Division (M)
4	115th Troop Command
5-6	100th Troop Command
7	AVCRAD
8-9	170 th (CID), 223 rd Infantry Regiment, Camp Roberts

Turn in:

Please e-mail these reports to isselj@calguard.ca.gov; if you don't have e-mail, you can fax them to DSN 466 -3069 or COMM (916) 854-3069, but they still need to be in this format. They need to be turned in 120 days out by the 25th of every month. If you have any questions, please feel free to call Jerry Issel at DSN 466-3738 or COMM (916) 854-3738.

MONTH 19XX

TRAINING HIGHLIGHT REPORT

<u>UNIT</u>	<u>DATE/LOC</u>	<u>ACTIVITY</u> <u>(*) CG VISIT</u>	<u>YES</u> <u>NO</u>	<u>LEF</u> <u>MODE OF TVL</u>
SRCOM: NON-ABBREVIATED SRCOM				
HHC 40ID	1-2 JAN 97 ARMORY	AT RECOVERY	X	N/A
40ID BAND	1-2 JAN 97 CP ROBERTS	WEAPONS QUAL	X	MIL VEH/ COMM BUS
40ID RCP	NO IDT SCHEDULED			

(*) Units/Training Activities reported separately to 5th Army IAW 5th Army Reg 350-40 as training opportunities adequate for 5th Army CG visit.